



OFFICE OF HUMAN RESOURCES

Douglas M. Duncan
County Executive

MEMORANDUM

Joseph Adler
Director

June 16, 2005

TO: Michael Faden, Senior Legislative Attorney
FROM: James Torgesen, Labor/Employee Relations Manager
SUBJECT: Correctional Sergeant Issues

JAT

You have requested that this Office respond to certain issues raised by submissions to the County Council from employees in connection with the proposed amendment to the County Collective Bargaining law to include the newly created job class of Correctional Sergeants in the Office Professional and Technical bargaining unit. The following is offered as points of clarification concerning the status of incumbents of this newly created class and the Correctional Dietary Supervisor job class.

As the result of an occupational class study of the Correctional Officer (CO) class series it was determined through discussions between the Office of Human Resources and the Department of Corrections and Rehabilitation that there was a need to establish a job class that provided closer more direct supervision of correctional officers within the County's detention facilities. The OHR classification study recommended the creation of a new job classification, Correctional Supervisor - Sergeant, to supervise all inmate confinement and control activities exercised by subordinate Correctional Officers. Per the class specification incumbents of this class are responsible for maintaining the security and well being of the inmate population which they and their subordinates supervise, and the safety of staff and visitors. Specific duties include; ensuring compliance with standard operating procedures; serving as the first point of contact in responding to and investigating major incidents/problems within an assigned area; and, participating regularly in decisions or actions regarding officers within their assigned area on a variety of personnel matters involving orientation, training, annual leave, performance appraisal, promotion, rewards and adjustment of minor complaints. The amendment to the County Collective Bargaining law referred to above in no way modifies or diminishes the supervisory responsibilities as outlined in the class specification.

An issue was raised by employees pertaining to the timing of the promotions to Sergeant. The results of the study, which included other classification actions, were effective on April 17, 2005. The classification study recommended that establishment of positions to populate the Correctional Supervisor- Sergeant class would require new position creations, rather than reclassification of existing positions, since the new class



Page Two
Correctional Sergeant Issues
June 16, 2005

described supervisory duties of a nature and level not described in existing CO classes or performed by employees in the CO occupation. The classification study further recommended that Master Correctional Officer incumbents be the source of filling the newly created Correctional Supervisor – Sergeant positions. The filling of the newly created Correctional Sergeant positions required a competitive process. This process included an announcement of existing vacancies, expressions of interests by employees, a review of qualifications, interviews and the establishment of an eligible list. Promotions into the new job class were effective June 12, 2005. The completion of the promotional process was done in a timely fashion.

Employees have raised a concern about the bargaining unit status of Correctional Dietary Supervisors (CDS). The job class of Correctional Dietary Officer and Correctional Dietary Supervisor were not a part of the Correctional Officer job classification study because these job classes are relatively new, created in September, 2002 and there was no evidence that the duties and responsibilities of the class had changed significantly, since its creation. The CDS job class has different responsibilities and different minimum qualifications than the Correctional Sergeant. Correctional Dietary Supervisors (CDS) supervise the food service operation within the facility and provide supervision to a team of Correctional Dietary Officers (CDO). The minimum experiential requirement is 3 years of experience in large-scale institutional food preparation and service. Employees are required to complete the Food Service Sanitation Management course and obtain a valid Montgomery County Certified Food Service Manager Certificate within 60 days from date of hire. The class specification for Correctional Dietary Supervisor does state that employees must "successfully complete State Training Academy Correctional Entry-Level Program and First-line Supervisor Training, and possess Certificates of successful completion, within 12 months of hire" and have the "ability to perform the duties of a Correctional Officer, in the event of an emergency, after required training is completed." This job class has been excluded from the bargaining unit as a supervisory class since its creation. The aforementioned amendment does not modify the CDS's bargaining unit status.

Cc: Joseph Adler, Director, OHR
Gino Renne, President, MCGEO/UFCW Local 1994
Arthur Wallenstein, Director, DOCR